

**YCHC**  
**Yakutat Community Health Center**  
P.O. Box 112  
Yakutat, Alaska 99689  
907.784.3275 Fax: 907.784.3263



**YTT**  
**Yakutat Tlingit Tribe**

## **Job Description**

### **Clinic Mid-Level Health Care Provider** Physician Assistant or Nurse Practitioner

#### **JOB SUMMARY:**

In collaboration with a physician, provide primary health care involving assessment, diagnosis, and treatment of patient problems, physical examinations, emergency care, referral and patient education to all residents of the community.

#### **JOB RELATIONSHIP/SUPERVISION RECEIVED:**

1. Clinical supervision by collaborative physician. **(PA's)**
2. Works under the supervision and is directly responsible to the Health Director.
3. Serves as a Primary Provider, with experience in supervision and instruction, of the rural clinic health care team.

#### **CLINICAL RESPONSIBILITIES:**

1. Responsible for providing support, supervision and sustaining growth through knowledge, to the Community Health Aides/Practitioners.
2. Attends staff meetings to provide information concerning programs and/or contributes ideas and information.
3. Coordinates with the Community Health Aide Practitioner (CHAP) and Health Director regarding program plans and operations that will be conducted in Yakutat with other Health Department Staff.
4. Assists with the coordination of training plans for the Yakutat Community Health Center staff for the purpose of upgrading skill and job performance levels.
5. Provides primary health care and emergency services to beneficiaries and non-beneficiaries in the City and Borough of Yakutat. Will provide emergency trauma care in life threatening situations. Uses independent judgment and initiative without on-site supervision.
6. Services in the Yakutat Community Health Center include but are not limited to:
  - a) Primary care for trauma cases, including suturing and casting. Must also possess the ability to remain calm and confident when conferring with supervisory Physicians in an effort to stabilize a patient who requires emergency transport to another facility for further emergency treatment. which may be unavailable in Yakutat.
  - b) Provide the emergency care necessary to sustain life, including; starting an IV, establishing an adequate airway, and managing CPR/Codes. Provide care to severely injured patients for up to 24 hours prior to medivac.
  - c) Assessment, diagnosis and treatment of minor illnesses.
  - d) Management of chronic health problems, adjusts treatment regiments as necessary.
  - e) Performs and interprets initial laboratory tests and x-rays.
  - f) Secures health histories and interprets them accordingly.
7. Makes home visits when patients are too ill to be transported to the Clinic or to provide care to bedridden chronic patients who need treatment.
8. Provides health education to patients and staff.
9. Maintains confidentiality in regards to patients, staff and program matters.



10. Understand and abide by the Personnel Policy and Procedures which govern the Yakutat Community Health Center.
11. Will apply skill and knowledge gained at assigned training sessions.
12. Document Patient/Provider interactions according to Clinic procedures.
13. Participate in all reviews by the collaborative physician.
14. Performs other reasonably related duties as assigned or required by the Health Director.

**COMMUNITY HEALTH AIDE/INSTRUCTOR RESPONSIBILITIES:**

1. Works with the Community Health Aide/Practitioner Director (CHAP Director) to plan, supervise and coordinate activities of the Health Aides. Assures a standard of quality health care provisions in the service area through training and evaluation of Community Health Aides/Practitioners.
2. Participates with the CHAP Director, and medical personnel in developing health goals.

**QUALIFICATIONS:**

1. Certified Nurse Practitioner or Physician Assistant with work experience and a knowledge base to perform at an independent duty site, with preferably two (2) years experience as a health care provider.
2. Physician Assistant/Nurse Practitioner must be eligible for Licensing in the State of Alaska under current laws.
3. Knowledge of medical care and treatment for critically ill or injured patients and the ability to evaluate patients and establish a diagnosis followed by appropriate treatment. Competence in maintaining problem oriented patient records. Knowledge of frequently used and special drugs, including normal dosage, administering, action, and adverse reaction. This requires eligibility and certification as Mid-Level Provider (Physician Assistant or Nurse Practitioner).
4. Ability to provide comprehensive, preventive, and therapeutic health care based on professional knowledge, clinic guidelines, standing orders, and specific health background of patients. Knowledge of child and adolescent growth and development, plus psychological and emotional needs of adults. Ability to perform cross cultural counseling for health problems.
5. Ability to provide minor surgical procedures, e.g., wound debridement, aspirations, nerve block anesthesia, simple fracture realignment and casting, splinting, or temporary casting of severe fractures to stabilize for transport.
6. Knowledge and management of principles and practices including optimum use of staff and all other available resources.
7. A Physician Assistant must be a graduate of an accredited PA Training Program and have NCCPA certification. A Nurse Practitioner must have an RN Degree and current NP Alaska State License. Both Mid-Levels must have current DEA Numbers established allowing for prescriptive authority. ACLS training required with ATLS training preferred. Other Training Certifications, a plus.
8. Ability to develop and maintain effective working relationships with personnel in other program units and government agencies.
9. Willing to participate in CME programs periodically to enhance job performance, skills and knowledge.
10. Must be punctual, neat in appearance and attire.

**SALARY:**

DOE: Full-Time Salary, \$62,000-\$73,000. \$3,000 Relocation expense. Blue Cross Insurance Plan which covers Hospitalization, Life, Prescription, Vision and Dental. Continuing Medical Education (CME) allowance, up to \$2,500 (budget allowing). 10 days of professional leave for CME, when scheduling allows. Up to 120 hours of annual leave with the same amount of sick leave. \$500 monthly housing stipend to assist with rent and utilities.

